

APPENDIX A - CORRESPONDENCE CHECKLIST

1. Stationery. Is letter/memorandum prepared on the correct letterhead with appropriate envelope? (Chapters 2-5)
2. Reference Block. Is “In Reply Refer To” typed on letters or memoranda for the Director’s signature? Is it omitted on letters or memoranda for signature of the Assistant Secretary, Deputy Secretary, and Secretary? (Chapters 2 and 5)
3. Date. Is the date omitted? (Chapter 2).
4. Address. (Chapters 2-4 and Appendix B)
 - a. Are name, title, and address correct?
 - b. Is the address five lines or less?
 - c. Is the name of the State spelled out?
 - d. Is the zip code correct?
5. Salutation. Is the salutation correct? (Chapters 2-4 and Appendix B)
6. Body. (Chapter 2 and Foreword)
 - a. Is the letter written in a clear, concise manner and limited to one page?
 - b. Are needless words and information omitted?
 - c. Are grammar and punctuation correct?
 - d. Are margins correct?
 - e. If a second page is required, are at least two full lines of text carried over?
 - f. Is the name of the addressee and page number on the succeeding page(s)?
7. Complimentary Close. Is complimentary close correct and typed two lines below the last line of letter and to the right of the page’s center? (Chapter 2 and Appendix B)
8. Signature Block. Is the appropriate signature block used? (Chapter 2)
9. Enclosure/Attachment Notation. If an enclosure/attachment is identified in the text, is the enclosure/attachment notation typed on the letter or memorandum? “Enclosure” is used for a letter; “Attachment” for a memorandum. Is the notation placed correctly on the page? (Chapters 2-5)
10. Copies. Are the appropriate acronyms (office initials) and mail stops on the distribution list correct? Are the correct number of copies included (Paper Work Reduction)? Is a copy of the incoming and appropriate control sheet(s) included? (Chapters 2-5)
11. Identification of Preparing Office. Are office acronyms (initials), author’s name, typist’s initials, date typed, telephone number, DCN and ExecSec control numbers, if any, listed on copies? (Chapter 2)

12. Assembly. Is the signature package assembled correctly? (Chapter 2 and Appendix C)
13. Surnames. Have appropriate surnames been obtained? (Chapter 2)
14. Form Letter. Did you attach a copy of a signed and dated response to the left-hand side of folder?
15. Note to Reviewers. Did you provide special instructions or explanations with a Note to Reviewers? Is the note attached on top on the left side of the folder?